



FEDERAL DISCRETIONARY GRANTS SECTION
MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
PO BOX 480, JEFFERSON CITY, MO 65102-0480
SCHOOL RENOVATION PAYMENT REQUEST

DISTRICT NAME				COUNTY-DISTRICT CODE			
RECEIPTS TO DATE \$		CASH ON HAND OR DEFICIT \$		FUNDS REQUESTED \$		DO NOT REQUEST PLANNED EXPENDITURES FOR ANY MORE THAN THREE MONTHS IN ADVANCE	
BUILDING CODE	ACTIVITIES IMPLEMENTED	EXPENDITURES	BUILDING CODE	PLANNED ACTIVITIES	PLANNED EXPENDITURES		
TOTALS			TOTALS				
LEA SIGNATURE							
I, the undersigned, as official representative designated by the Board of Education, certify the LEA to be in compliance with the assurances signed in the application(s).							
SIGNATURE OF AUTHORIZED LEA REPRESENTATIVE						DATE	

INSTRUCTIONS FOR COMPLETION OF THE SCHOOL RENOVATION PAYMENT REQUEST

This form may be submitted monthly to request payment for anticipated expenses. However, the signed request form must be in our office by the last day of the month, preceding the month in which your district expects payment. A district may request up to ninety percent of the approved amount. The remaining payment will be withheld until the final expenditure report and the project evaluation report are submitted and approved.

- District - Enter the full name of the project applicant, i.e., Raytown C-2 School District
- County-District Code - Enter the appropriate code for the applying school district
- Receipts to date - Enter the total amount of grant funds received to date.
- Cash on hand or Deficit - Enter the amount of grant funds the district has on hand or the deficit amount (Expenditures minus Receipts to Date).
- Funds requested - Enter the amount of grant funds that the district is requesting (Planned Expenditures minus Cash on Hand or plus Deficit).
- Left-hand section - By building, detail the activities implemented with grant funds and the actual expenditures to date.
- Right-hand section - By building, detail the activities planned to be implemented with grant funds and the planned expenditures. **Do not request funds for activities that will occur more than three months in advance. THE GRANT TOTAL MAY NOT EXCEED THE AMOUNT APPROVED.**

LEA SIGNATURE

- Signature of Authorized Representative – For school districts, this person is usually the superintendent and is the person for whom the governing body (i.e., local school board, etc.) has given authority to administer the projects.

WHERE TO CALL FOR ASSISTANCE - Questions concerning this report should be directed to the Federal Financial Management Section at (573) 751-4420.